



North Carolina Department of Health and Human Services
Division of Facility Services n Adult Care Licensure Section
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Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

James B. Upchurch, Jr., Chief

MEMORANDUM

TO: Administrators of Adult Care Homes and Family Care Homes

FROM: Doug Barrick, Policy Coordinator

DATE: May 15, 2004

RE: Food Service Orientation Manual

Attached is the Food Service Orientation Manual that will be required to be completed by staff in Adult Care Homes and Family Care Homes who are in charge of the preparation and serving of food according to a new rule on food service orientation, 13F .0509 and 13G .0509. You will be receiving the rule which will be effective July 1, 2004, and will apply to staff hired on or after that date. The rule will require completion of the manual within 30 days of hire. However, you are encouraged to have your current staff person in charge of the preparation and serving of food complete the manual. The manual may be copied and can also be found at <http://facility-services.state.nc.us/gcpage.htm>.

